

MANAGEMENT CONSULTING AGREEMENT

THIS MANAGEMENT CONSULTING AGREEMENT ("Agreement") is made effective as of December 1, 2022 (the "Effective Date") by and between the TOWN OF TRUCKEE ("Client") and TERRIS BARNES WALTERS BOIGON HEATH LESTER, INC., a California Corporation d/b/a TBWBH Props & Measures ("TBWBH/P&M").

RECITALS

- A. Client needs assistance evaluating the electoral feasibility of a Revenue Measure.
- B. TBWBH/P&M is a professional consulting firm that provides ballot measure electoral feasibility, public outreach and communication consulting services.
- C. Client desires that TBWBH/P&M provide certain consulting services to Client with respect to a revenue measure and related funding needs ("Revenue Measure") pursuant to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

1. Engagement of TBWBH/P&M. During the term of this Agreement, Client hereby engages TBWBH/P&M to perform the following services (collectively, "Services"):
 - a. Feasibility Assessment. TBWBH/P&M shall perform any of the following services as needed to assess the electoral feasibility of the Revenue Measure for Client:
 - 1) Develop potential Revenue Measure strategies to meet Client's funding needs to be tested in polling;
 - 2) Collaborate with True North Research to design, conduct and analyze an opinion survey of voters within Client's jurisdiction to assess the electoral feasibility of a Revenue Measure;
 - 3) Conduct a demographic analysis of voters within Client's jurisdiction and how they break into key sub-groups by age, ethnicity, political party, length of residency, and other key criteria;
 - 4) Analyze past election results in the jurisdiction and region to understand voter turnout trends and other relevant voting patterns;
 - 5) Research other local tax proposals that may be heading to an upcoming ballot that could compete with Client's Revenue Measure; and
 - 6) Make a specific recommendation regarding type of revenue measure to pursue, optimal election date, tax rate and other important Revenue Measure features.
 - b. Employment of Additional Personnel. In connection with the consulting services to be provided under this Agreement, TBWBH/P&M shall utilize its own employees and retain third party vendors pursuant to Section 3.b. TBWBH/P&M shall not be required to employ any additional personnel to assist TBWBH/P&M in the performance of TBWBH/P&M's duties. TBWBH/P&M may recommend that Client hire additional personnel to assist TBWBH/P&M. Any such personnel shall be hired and paid by Client, under the direction and control of Client, and may be discharged by Client. In every instance, such additional personnel shall be considered an employee of Client,

not TBWBH/P&M. The foregoing shall not limit TBWBH/P&M's right to hire, pay, and/or discharge its own employees.

2. Term of Agreement. The term of this Agreement ("**Term**") shall commence on the Effective Date and shall continue until the earliest of:
 - a. March 31, 2022.
 - b. Client having terminated this Agreement at any time without cause by giving thirty calendar (30) days' advance written notice to TBWBH/P&M.
 - c. Termination of this Agreement by TBWBH/P&M at any time for non- payment of any amount owed to TBWBH/P&M under Section 3.
3. Compensation. In consideration for the Services to be rendered by TBWBH/P&M pursuant to this Agreement, Client shall pay the following fees to TBWBH/P&M:
 - a. Base Consulting Fee. TBWBH/P&M shall be paid a Base Consulting Fee of \$6,500 per month, payable within 30 days of receipt of invoice. The Base Consulting Fee shall be calculated on a pro-rata basis for the initial and/or final month of service if less than a full calendar month.
 - b. Payments on Certain Purchases and Rentals. All media and advertising goods and services shall be purchased or rented from TBWBH/P&M by Client according to the agreed upon schedule of prices, which is attached hereto as Exhibit 1 and incorporated herein by reference. The schedule of prices lists the entire cost of purchasing or renting media goods and services from TBWBH/P&M. TBWBH/P&M shall in turn subcontract the work to third party vendors, giving preference to third party vendors who donate or discount their services. Payment for such items shall be made in advance by Client to TBWBH/P&M, or to the third party vendor at the discretion of TBWBH/P&M.
 - c. Reimbursement of Expenses. Client shall reimburse TBWBH/P&M for expenses incurred by TBWBH/P&M from time to time in connection with the performance of the Services described herein, which includes, but is not limited to, automobile mileage at the established IRS reimbursement rate at the time at the time of travel, parking fees, copying fees, telephone charges, postage and other out-of-pocket expenses. TBWBH/P&M shall submit a report of actual expenses, and within thirty (30) days thereafter, Client shall reimburse TBWBH/P&M in full. Expenses billed to Client shall not exceed \$1,000 in the aggregate, per calendar month without the verbal or written approval of Client. Any verbal approval shall be confirmed in writing by either party. Client may designate in writing an individual(s) with authority to approve expenses on Client's behalf.
4. Indemnification and Limitation of Liability.
 - a. Each party (the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other party (the "Indemnified Party") from all losses, liabilities, damages, claims, costs or expenses (including reasonable attorney fees or court costs) resulting solely and directly from the Indemnifying Party's breach of any provision in this Agreement, willful misconduct, negligence, or infringement of any patent, copyright, trade secret, or other proprietary right related to any material the Indemnifying Party furnished to the Indemnified Party pursuant to this Agreement; provided, however, this Section does not cover any acts or omissions by any third party pollsters. For avoidance of doubt, TBWBH/P&M shall not have any liability arising from the use of materials approved by Client as provided in Section 7 hereof. The Indemnified Party agrees to give the Indemnifying Party prompt written notice of any claim or other matter as to which it believes this indemnification provision applies, and to co-operate with

the Indemnifying Party in the defense of any such claim or other matter.

- b. TBWBH/P&M's sole and maximum liability arising out of, or related to, this Agreement or the Services shall not exceed the upper limit of TBWBH/P&M's professional liability insurance coverage. TBWBH/P&M shall provide to Client a certificate of insurance confirming the amounts such of coverages and shall maintain such policies in full force and effect during the Term. . In no event shall TBWBH/P&M be liable for indirect, incidental, special, consequential, punitive or exemplary damages arising out of or related to this Agreement or the Services.
5. Interest Clause. In the event that any amount owed to TBWBH/P&M is not paid when due, such amount will bear interest from the due date until paid at the rate of 1.0% per month, calculated on the basis of a 30 day month, or the maximum amount permitted by applicable law, whichever is lower.
6. Expenditure Authority. Only Client, or a person designated by Client, shall have the authority to approve any single expenditure in excess of \$500. TBWBH/P&M shall not commit Client to any expenditure, nor incur any obligation on behalf of Client, in excess of \$500 without verbal or written approval from Client. TBWBH/P&M shall not spend more than the amount so approved plus 5% without securing additional approval from Client. Any verbal approval shall be confirmed in writing by either party. Client may designate in writing an individual(s) with authority to approve expenditures on Client's behalf.
7. Approval of Materials. Client is responsible for giving final approval of materials developed by TBWBH/P&M for distribution to the public, including, without limitation, informational fact sheets, Client's website content related to the Revenue Measure, PowerPoint presentations for community meetings, and mailers. Approval of mailers must be given in writing by the Superintendent or his or her designee. Approval of all other materials besides mailers may be given verbally or in writing by any authorized agent of Client.
8. Termination Payments. Upon termination of this Agreement, Client shall pay TBWBH/P&M the following.
 - a. Base Consulting Fee. Client shall pay TBWBH/P&M on the termination date any Base Consulting Fee that is owed under Section 3.a for Services performed up to and including the date of termination.
 - b. Reimbursement for Payments to Vendors. Upon termination of this Agreement, Client shall pay TBWBH/P&M on the termination date all amounts advanced by TBWBH/P&M pursuant to Section 3.b that have not been paid by Client, including, but not limited to, any amounts owed to third party vendors retained by TBWBH/P&M and any cancellation fees charged by such third party vendors.
 - c. Reimbursement of Expenses. Within thirty (30) days after termination of this Agreement, TBWBH/P&M shall submit a final accounting of TBWBH/P&M's expenses pursuant to Section 3.c, and within ten (10) days thereafter, Client shall pay TBWBH/P&M for all expenses incurred on behalf of Client.
9. Proprietary Rights and Licenses.
 - a. Any idea, improvement, invention, discovery, process, development, design, know-how, data, logo, trademark, service mark, or work of authorship (collectively referred to as "Developments" and which shall include all intellectual property rights related thereto) conceived of, developed, or first

reduced to practice in the performance of Services hereunder for Client shall be and remain the exclusive property of TBWBH/P&M and may be treated and dealt with by TBWBH/P&M as such without payment of any consideration to Client. The Development intellectual property rights shall include any patents, copyrights, moral rights, trademarks, trade secrets, industrial design, maskworks, and all other similar rights and protections, including without limitation all applications for registration of any of the foregoing, anywhere in the world (in each case, whether or not patentable or registrable under patent, copyright, trademark, or similar statutes). Client shall make reasonable efforts to preserve such Developments as confidential during the Term of this Agreement and thereafter and, upon TBWBH/P&M's request, shall execute such documents and instruments as TBWBH/P&M shall reasonably request as necessary to confirm and vest title to such Developments in TBWBH/P&M under any applicable law.

- b. TBWBH/P&M hereby grants Client a perpetual, royalty-free, non-exclusive right and license (but without the right to sublicense) to use, modify, reproduce, perform, release, display, create derivative works from, and disclose Developments for any legitimate civic purpose, which shall not include any commercial purpose or impermissible advocacy activities prohibited by applicable law.
10. Compliance with Relevant Laws. Client is solely responsible for determining whether the Services performed by TBWBH/P&M under this Agreement constitute permissible informational activities or impermissible advocacy activities pursuant to applicable law. Client acknowledges that TBWBH/P&M does not provide any guidance or advice in this regard and Client's legal counsel has final review and responsibility for compliance with all legal requirements.
11. Relationship Between the Parties. Nothing contained in this Agreement shall be deemed or construed to create a partnership, joint venture or any relationship other than an independent consulting relationship between Client and TBWBH/P&M, or cause TBWBH/P&M to be responsible in any manner for the debts and obligations of Client.
12. Attorneys' Fees. If either party retains counsel to represent that party in any controversy, dispute or claim arising out of or relating to this Agreement, including any claim for the purpose of enforcing, or preventing the breach of, any provision of this Agreement, obtaining damages by reason of any alleged breach of any provision of this Agreement, obtaining a declaration of such party's rights or obligations under this Agreement, or obtaining any other legal remedy (a "Dispute"), before an arbitrator or a court of competent jurisdiction, the prevailing party shall be entitled to reasonable attorneys' fees and costs, in addition to any other relief to which the prevailing party may be entitled.
13. Limited Warranty. TBWBH/P&M warrants that it shall perform the Services in a professional manner in accordance with commercially reasonable industry standards for similar services. TBWBH/P&M makes no warranty, express or implied, concerning the results of the Services, including, without limitation, the success of the Revenue Measure. TBWBH/P&M makes no warranty concerning, and is not responsible for, any services performed by third party pollsters. To the full extent permitted by law, all implied warranties are hereby excluded.
14. Assignment. Except as provided in Section 3.b, neither party shall have the right to assign its rights or delegate its obligations under this Agreement without the prior written consent of the other party, which consent may be withheld in such party's sole and absolute discretion. Any attempted assignment or delegation in violation of this provision is void and will entitle the non-breaching party to

terminate this Agreement.

15. Exclusivity of the Agreement. During the Term of this Agreement, Client shall not engage any other person or entity to perform any acts or services to be performed by TBWBH/P&M under this Agreement without the prior written approval of TBWBH/P&M. TBWBH/P&M's right to perform consulting, media management, or any other services for any other person or party shall not be limited in any way.
16. Notices. Any notice required or permitted under this Agreement shall be in writing and shall be addressed to the other party at the address set forth on the signature page of this Agreement. A notice shall be effective (i) upon personal delivery if given by hand delivery, (ii) the date of the completed transmission if given by facsimile, (iii) one business day after deposit, prepaid, with Federal Express or similar overnight delivery service for next business day delivery, or (iii) two business days after deposit with the United States Post Office, by registered or certified mail, postage prepaid. Each party may, by five days advance written notice to all other parties, specify any other address for the receipt of such notices.
17. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and it supersedes and replaces any prior or contemporaneous understandings or agreements, whether written or oral, between the parties with respect to such subject matter. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement.
18. Applicable Law. This Agreement and the rights of the parties shall be governed by and construed and enforced in accordance with the laws of the State of California, except that the Agreement shall be interpreted as though drafted jointly by both parties.
19. Severability. In case one or more of the provisions contained in this Agreement, or any application of the provisions, shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement, and any other application thereof, shall not in any way be affected or impaired.
20. Captions for Convenience. The captions and headings in this Agreement are for convenience only and shall not be considered in interpreting any provision of this Agreement or in determining any of the rights or obligations of the parties to this Agreement.
21. Waiver and Amendment. No breach of any provision of this Agreement can be waived unless in writing. Waiver of any one breach shall not be deemed to be a waiver of any other breach. This Agreement may be amended only by a written agreement executed by the parties hereto at the time of the modification.
22. Binding Effect. This Agreement shall be binding upon, and inure to the benefits of, the parties and their respective heirs, executors, administrators, successors and permitted assigns.
23. Counterparts; Signatures. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one Agreement. The parties agree that signatures on this Agreement transmitted via facsimile or electronically in PDF format have the same force and effect, and are considered the same as, originals.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Management Consulting Agreement as of the date first written above.

TBWBH/P&M

TOWN OF TRUCKEE

By:  _____

By: _____

Name: Charles Heath

Name: _____

Title: Partner

Title: _____

Address for Notices:
50 Osgood Place, 4th Floor
San Francisco, CA 94133

Address for Notices:
10183 Truckee Airport Road
Truckee, CA 96161

Exhibit 1
Schedule of Prices

To: Town of Truckee
From: TBWBH/P&M
Subject: Subvendor/Subcontractor Pricing
Date: September 29, 2022

True North Research

Estimated cost of conducting a statistically reliable public opinion survey of at least 400 voters by telephone, mail and email/web: Not to Exceed \$27,000